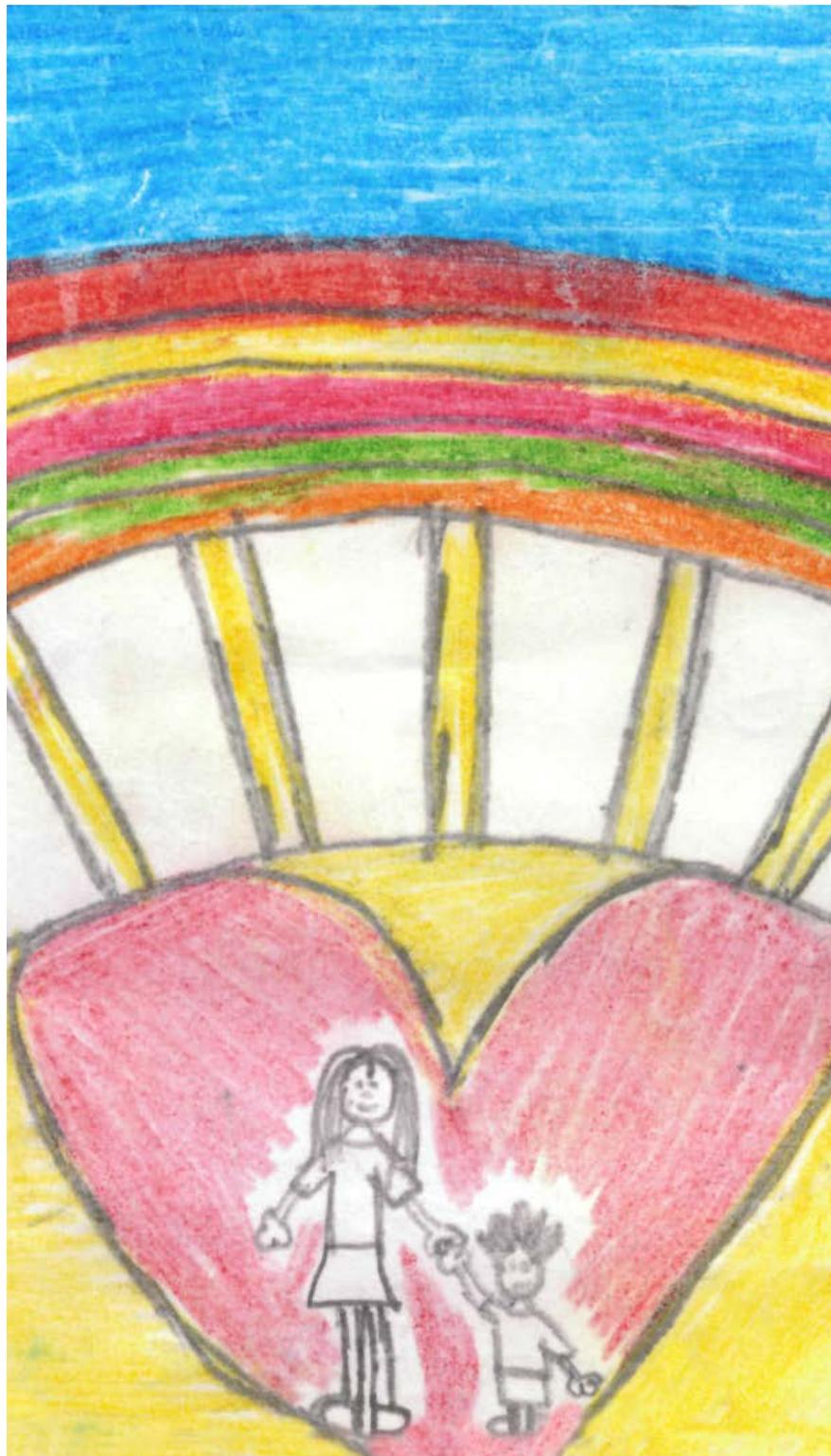
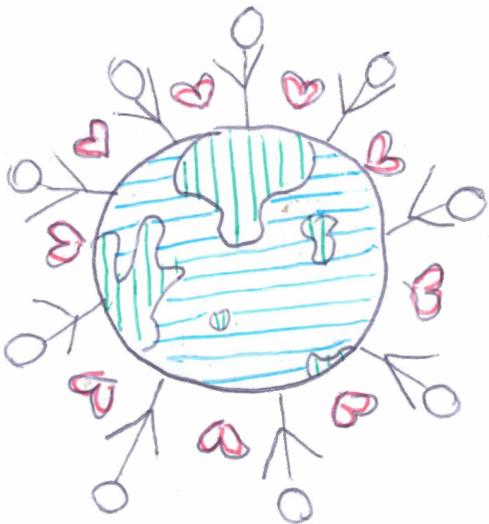


What is the Common Assessment Framework?

The Common Assessment Framework (CAF) can be used to bring together information to find out what is the right support for you and your family. It involves listening to what is working well for you and your family and exploring your family's needs.

An action plan, agreed with you and your family, is put in place to make sure you get the help you need.

The CAF is voluntary. You and your family can choose if you would like a CAF or not.



Salford City Council

The Common Assessment Framework is a way for you to help you and your family

A message for parents and carers

When your family needs extra support, a CAF can help find the best way forward as soon as possible. This leaflet explains this supportive way of working with you and your family.

Welcome to a supportive way of helping families

How will the CAF help my family?

The CAF is there to help identify support for you and your family. It can lead to services being provided to help meet your needs.

The CAF can help services involved with your family such as Skills and Work, Education and Health work together to support you and your family.

The CAF will help you and your family receive the right support at an early stage before your needs and worries increase. You will not have to repeat your story to different workers.

When is the CAF used?

The CAF can be used if you or someone who works with your family thinks you may need some extra support. It will help to identify your family's strengths and additional needs. Together you and your worker/s will put together an action plan to agree the best way forward.

Salford CAF team can support you (professionals and Salford family members) throughout the CAF process. Call 0161 603 4239

How does it work?

If you and your child agree, a worker will ask you and your family some questions to find out what your strengths, needs and worries are. The information is recorded on a simple form. You and your family will agree what is recorded and you will be given a copy.

Older children may feel able to discuss their situation on their own with their worker. A young person's wish to keep information confidential from parents may be respected by the worker, where this is in the young person's best interests.

Confidentiality

As a rule the information which you and your child provide will only be shared with your family's consent.

However there may be certain times when the people working with you need to share information.

For example:

- when they need to find out urgently if a child is at risk of harm;
- to help a child who is at risk of harm;
- when an adult is at risk of harm; or
- to help prevent or detect a serious crime.

What happens next?

1. Based on the information you and your family provide, all those who can help your family will work together with you to provide the support your family needs. The CAF can only be shared with people you agree for it to be shared with.
2. The professional who has completed the CAF with you will arrange for the CAF to be reviewed within 4-12 weeks. If only one additional service becomes involved, this review could be a simple discussion via telephone. If the CAF action plan requires several services, the review could be a Team Around the Child (T.A.C.) meeting.

These reviews take place until your CAF is closed with your agreement.

Who is a lead professional?

If a number of people are providing support to you and your family, one of these people may be appointed as a 'lead professional'. You and your family will have a say in who should be your lead professional. This person will keep you informed, listen to your views and support you. They will also be the main point of contact for the other professionals.